

## Student Guide to Reserving Space in Farrell Hall

NOTE: Faculty & Staff representatives reserving space on behalf of students need to refer to the Event Planning Guide.

**STEP 1: Identify the purpose and objective of your meeting/event/program**

**STEP 2: Connect with the proper School of Business resource as it aligns with your purpose and objective:**

### Program Specific

- Large group study session for more than 10
- Large work session for more than 10
- Part of the degree experience for all students in your program/class year

### Contact your Program Representative

- Undergraduate program: [Dru Simpson](#)
- MSA program: [Mary Knapp](#)
- MSBA program: [Cherie Fu](#)
- MSM program: [Kaitlyn Cooper](#)
- WS MBA program: [Christa Hitengoku](#)
- CLT MBA programs: [Matt Ganderson](#)

School of Business Graduate SGA (GSGA) Registered Student Club/Organization

### Contact Staff Advisor of GSGA

- [Amanda Horton](#)

School of Business Affiliated Undergrad Student Club/Organization

Contact Assigned School of Business Faculty Advisor Administrative Support

### Non-School of Business Club/Organization

- Any club or organization not chartered through School of Business GSGA or undergraduate club without a business focused mission

Log into DeaconSpace to reserve space in other campus facilities:

- Designate club/org using group name
- Contact [Benson University Center](#) for assistance

### Individual or Small Group

- Small group study session for less than 10
- Presentation practice
- Individual studying
- Small group work for less than 10
- Personal Use

Space **cannot** be reserved for these types of usage. Consider using one of the following common spaces:

- Open Areas in Farrell Hall: Founders Living Room, 2<sup>nd</sup> & 3<sup>rd</sup> Floor Commons, Outdoor Space
- Information Commons
- Farrell Hall Study Rooms
- Other On-Campus Locations: ZSR Library, Benson University Center, Starbucks, Hearn Plaza (the Quad)